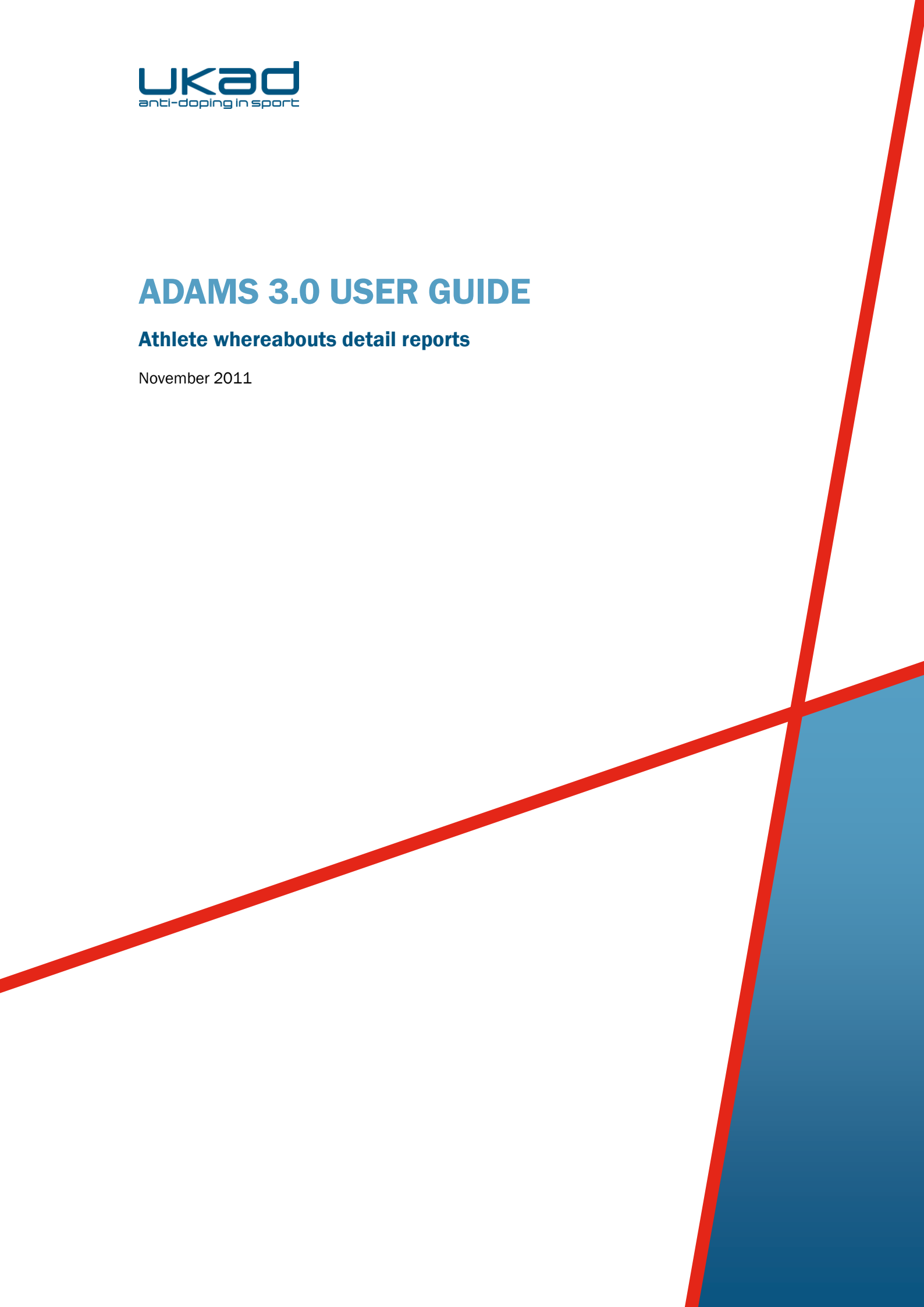


# **ADAMS 3.0 USER GUIDE**

## **Athlete whereabouts detail reports**

November 2011



## ADAMS 3.0

### An overview of the ADAMS upgrade

WADA have confirmed that the launch date for the upgraded ADAMS (Anti-Doping Administration and Management System) version 3.0 is Tuesday 22 November 2011 at 00.00. The new release encompasses improvements to the athlete whereabouts interface, a more user-friendly administration system for team managers, and developments to the administration of Therapeutic Use Exemptions (TUEs).

UK Anti-Doping have received a preview version of the site enabling us to familiarise ourselves with the functionality of the upgrade and to ensure that we can provide Doping Control Personnel (DCP) with the relevant support.

This document is directed towards all out-of-competition Doping Control Officers (DCOs) who need to access athlete whereabouts detail reports in order to conduct individual out-of-competition tests.

### Athlete whereabouts detail reports

#### An overview of the whereabouts detail report

The layout of the whereabouts detail report has been improved. When an athlete in the National Registered Testing Pool (N RTP) inputs their details into ADAMS, each entry category is shown with a unique background colour:

- Orange for 'Overnight Accommodation' (formerly: 'Daily Overnight Residence'),
- Green for 'Competition',
- Yellow for 'Regular Activity' (formerly: 'Training'),
- Blue for 'Travel',
- Grey for Other.



Below are the calendar icons which correspond with each entry category. Most notably, the icon which reflects the 60-minute ("in hour") time slot has changed:

#### Calendar Icons

- The Overnight Accommodation and Travel entries are shown with standard icons (🏠 and ✈️).
- 60-minute time slots are shown with a clock icon (🕒).
- Attachments are shown with a paper-clip icon (📎).
- Days containing modified entries are flagged with a Modified icon: an orange icon (🕒) indicates modified dates, while a red icon (🕒) indicates dates modified on the same day.
- **Recurring Whereabouts Entries** are shown on the calendar with a recurrence icon. (🔄)

Always look for the Clock icon when assigned with an 'in-hour' test

This will no longer relate to an 'in-hour' slot

When accessing athlete whereabouts detail reports, you will retrieve a report similar to the one below:



Period covered by this report:  
20-Nov-2011 / 28-Nov-2011

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Generated on: 09-Nov-2011

## Whereabouts Details Report

### Athlete Example PREMFA20109

Phone numbers

1 The Lane  
London, UNITED KINGDOM

Email:

#### Calendar

S	M	T	W	T	F	S
20-Nov-2011	21-Nov-2011	22-Nov-2011	23-Nov-2011	24-Nov-2011	25-Nov-2011	26-Nov-2011
Home (08:00)	Training (10:00 - 12:00) (10:30) Home	Training (10:00 - 12:00) Home (08:00)	Training (10:00 - 12:00) Training Gym (17:00 - 18:00) Home (08:00)	Training (10:00 - 12:00) 1 (18:00 - 21:00) Home (08:00)	Competition Home (08:00)	Air (12:00 - 15:00) Home

#### Legend

Label	Location	Phone numbers	Team/Group - Organization
1	The Restaurant, The Street London, ABC 1234 UNITED KINGDOM		
Air	Plane 12345		
Competition	Olympic Park, London UNITED KINGDOM		
Home	1, The Lane London UNITED KINGDOM		
Training	The track, Stadium London UNITED KINGDOM		
Training Gym	The Gym, London UNITED KINGDOM		

#### Attachments

Attachment Label	Start Date	End Date	Filename
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#### SMS Attachments

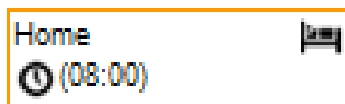
Date	Time	Details
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Please note that it will only be the layout of the whereabouts detail report that will be different and not the process in which you will access the athletes whereabouts.

## Locating an 'in-hour' time slot

Previously, the 'in-hour' time slot could be identified on ADAMS by a yellow exclamation mark.

From 22 November 2011, the time and location of an 'in-hour' test can be identified on ADAMS by a **clock icon** and a **time** in brackets **from when the hour time slot commences** (see example below).

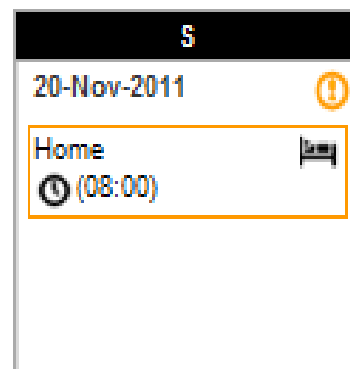


In this case the one-hour slot has been entered from 08:00 until 09:00 at the athlete's home address.

The examples below detail when an out-of-competition DCO should attempt an individual 'in-hour' test.

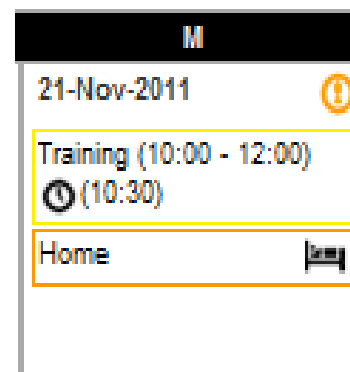
### Example 1: In-hour slot at 'Overnight Accommodation'

The athlete has entered their 'in-hour' slot to be at their 'Overnight Accommodation' and between the hours of 08:00 and 09:00.



### Example 2: 'In-hour' time slot during 'Regular Activities'

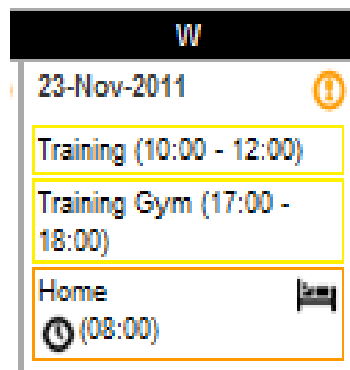
The athlete has indicated that they will be training from 10:00 until 12:00. The athlete is able to specify a one hour slot anytime within this training. In this example, the athlete has specified their 'in-hour slot between 10:30 and 11:30.



### Example 3: Several location entries for one day

The athlete has detailed their 'Regular Activity' and 'Overnight Accommodation', as well as a second training location entitled "Training Gym" which takes place between 17.00 and 18.00.

Please be aware that when there are multiple entries with a time period of an hour, the 'in-hour' slot is identified by the clock icon. Therefore, this example shows the 'in-hour' slot as the 'Overnight Accommodation' between 08.00 and 09.00



## **Out-of-hours testing**

The time slot for an out-of-hours test will be recorded on the mission order. The mission order will also state a specific location for the test, or indicate which address on the athlete's ADAMS whereabouts should be used (e.g. athlete's overnight accommodation).

## **Summary**

### **Key Notes**

- The upgrade is due to take effect from 00:00 on Tuesday 22 November 2011.
- The icon that denotes the 'in-hour' time slot will be a clock icon.
- No changes to accessing athlete whereabouts are to take place.
- Examples and screen shots are retrieved from a preview site. We are expecting these screen shots to be reflective of the changes that are planned to take place, however, should there be any discrepancies, and we will communicate these with you.
- Current athlete whereabouts that have been entered will be transferred over to the upgraded system, so athletes should not be required to re-enter their whereabouts details.

Should you have any queries regarding athlete whereabouts information on ADAMS please contact either Emma Price (0207 7667 387), one of the Testing Officers at UK Anti-Doping, or the out-of-office phone on 07990 577178.